

White Earth Reservation Property Transfer/Disposal Form

Please complete this form whenever property is passed to another individual or program and when property is disposed of. Send completed form to:
 White Earth Tribal Finance Attn: Mary Metelak , P.O. Box 418, White Earth, MN 56591 or scan and e-mail to: mary.metelak@whiteearth-nsn.gov

Property Description	Serial #	Tag #	Disposal Transfer		Reason Disposed	Transferred To (Person)	Department
			(check one)				
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			

Signature of Transfer/Disposal: _____ Date: _____

Signature of Receiver: _____ Date: _____

Approval of Inventory and Procurement Specialist: _____ Date: _____

Note: Do not dispose of inventory items until approved by Inventory & Procurement Specialist. All personal computers – both desktop and portable models, cameras and any items with potential sensitive material must be transferred to the IT Department to have data completely removed before they are disposed of.

Note: If you suspect that property has been stolen please notify the WE Police Department and attached a Police Report along with your explanation to this form.